



UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF OKLAHOMA

NOTICE  
COVER SHEET FOR PAY ADVICES

The adoption of the Bankruptcy Abuse Prevention and Consumer Protection Act, effective on October 17, 2005, required debtors to file payment advices or other evidence of payments (payment advices) with the Court or with the assigned trustee pursuant to 11 U.S.C. § 521.

Payment advices are often filed without identifying documentation. To ensure correct docketing of the information, identification of the payment advices is necessary.

Accordingly, the following procedures are adopted for the filing of payment advices:

1. A cover sheet shall be filed with all pay advice information.
2. The cover sheet shall include:
  - a. The debtor(s)' name;
  - b. The case number, if known;
  - c. The payment dates evidenced by the payment advices;
  - d. The name(s) of the debtor(s)' employer(s);
  - e. The name, address, telephone number, and Bar number of the attorney filing the payment advices;
  - f. If the payment advice is filed by a pro se debtor, the debtor shall include this information on the cover sheet.
3. The cover sheet shall be attached to the payment advices.
4. This Procedure shall become effective on August 3, 2006.

Dated: August 3, 2006